

CROSSWALK OF DOE'S MOST FREQUENTLY USED TIME AND ATTENDANCE CODES TO ATAAPS
DRAFT – SEPTEMBER 16, 2003

<u>DOE CODES</u>		<u>ATAAPS CODES</u>	
	Regular Hours		
010	Regular	RG	Regular (Graded)
		RF	Straight time pay 1 st shift ungraded
		RS	Straight time 2 nd shift ungraded
		RT	Straight time 3 rd shift ungraded
01M	Flexiplace - Medical	RG + TM	Telecommuting – Medical
01R	Flexiplace - Regular	RG + TW	Telecommuting – Regular
01S	Flexiplace – Situational	RG + TS	Telecommuting – Situational
	Leave Hours- Paid		
020	Annual Leave	LA	Annual Leave – Also for advanced annual. Must be used for employees on donated leave for family emergency (converts to donated).
030	Sick Leave	LS	Sick Leave. Also 1 st day of COP with date of injury also recorded.
		LG	Advanced Sick Leave
050	Holiday (Not worked)	LH	Leave Holiday (Not worked)
060	Administrative Leave	LN	Administrative Leave
061	Administrative Leave – Weather	LN	Administrative Leave
069	Administrative Leave – Court	LC	Administrative Leave – Court
070	Military Leave – Regular	LM	Military Leave
081	Restored Leave (Used)	LP, LQ, LR	Annual Restored
160	FECA – Paid Time	LT	FECA – Paid Time
251	Time Off Award Used	LY	Time Off Award Used
	Labor Codes Compensatory Hours		
040	Compensatory Time – Earned	CE	Compensatory Time – Earned
041	Compensatory Time – Used	CT	Compensatory Time - Used

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230	Credit Hours Worked	CD	Credit Hours Worked
231	Credit Hours Used	CN	Credit Hours Used
	Overtime Hours		
110	Overtime – Regular	OS	Scheduled Overtime
	Family Leave Codes		
03F 03M	FMLA - Sick Leave – Birth of son/daughter or care of newborn	LS + DA	Reason Code must be recorded
03M 03F	FMLA – Sick Leave – Adoption or foster care	LS + DB	Reason Code must be recorded
03F 03E	FMLA - Sick Leave – Care for spouse, son, daughter, or parent with a serious health condition	LS + DC LS + DC (no date)	Reason Code must be recorded
03F	FMLA – Sick Leave – Serious health condition of employee	LS + DD	Reason Code must be recorded
03C	Family Friendly Leave - Sick Leave – Family Care/Bereavement	LS + DE	Reason Code must be recorded
039	Sick Leave for Adoption Purposes	LS + DF	Reason Code must be recorded
	Leave Hours- Nonpaid		
101	LWOP	KA	LWOP
102	AWOL	KC	AWOL
162	FECA – Not Compensated by DOE	KD	FECA – Not compensated by DOE
	Holiday Hours Worked		
051	Holiday (Worked)	HG	Holiday Worked for graded employee
		HF	Holiday Worked for 1 st shift ungraded
		HS	Holiday Worked for 2 nd shift ungraded
		HT	Holiday Worked for 3 rd shift ungraded
	Sunday Premium Hours		
140	Sunday Premium	SG	Sunday Premium graded employee

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		SF	Sunday Premium for 1 st shift ungraded
		SS	Sunday Premium for 2 nd shift ungraded
		ST	Sunday Premium for 3 rd shift ungraded
	Environmental/Hazard Type Codes		
011	Regular Env/Haz	RF + Env/Haz Code	Env/Haz Code must also be recorded
		RG + Env/Haz Code	Env/Haz Code must also be recorded
		RS + Env/Haz Code	Env/Haz Code must also be recorded
		RT + Env/Haz Code	Env/Haz Code must also be recorded